

Xerox DocuShare Flexible User Access

Precisely Align Content Access Based on Business Needs

Xerox DocuShare Flexible User Access gives companies total control over the DocuShare user levels deployed throughout their organization, enabling them to precisely align content access based on specific operational and business needs. For instance, knowledge workers with DocuShare access can review and interact with their day-to-day content, while DocuShare CPX “power users” can engage in more sophisticated activities, such as advanced collaboration, workflow, and process management.

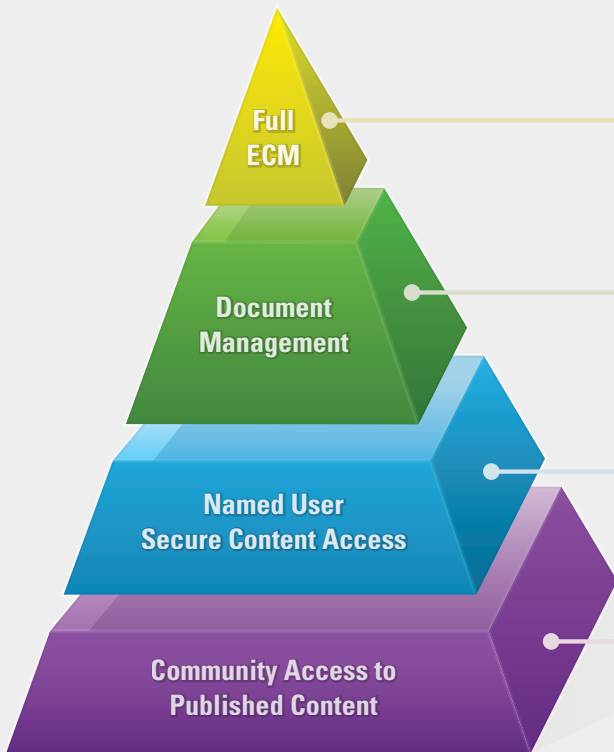
In this way, organizations can centrally administer their DocuShare environment for the entire enterprise, including:

- Content publication and distribution
- Secure, specific user access to content
- Secure content contribution and update
- Process definition and implementation

The Xerox DocuShare platform enables four distinct user access levels, each one permitting a unique range of access to functionality—and all of them are available from a single DocuShare server.

Companies can have as many, or as few, users at each level as necessary. It’s based entirely on organizational needs and individual responsibilities. Some businesses may be more focused on content consumption, while others may have greater need for collaboration and workflow, while still others are more concerned with managing processes and teams. Whatever operational structure is in place, DocuShare Flexible User Access can be aligned to support it.

Key Features Enabled by Access Level



<p>CPX Access</p> <ul style="list-style-type: none"> • Team workspaces • Enhanced content rules • Audit trail reporting 	<p>Enterprise Content and Process Management</p> <ul style="list-style-type: none"> • “Scan to Process” capabilities • XML-based componentization • High-speed image capture support
<p>DocuShare Access</p> <ul style="list-style-type: none"> • Content contribution and editing • Cover sheet for “Scan to New Document” • Side-by-side image/properties view 	<p>Basic Content Services</p> <ul style="list-style-type: none"> • Enhanced Email Agent included • WYSIWYG-enabled Weblog (blog) and wiki contribution • Email into repository (Email Agent)
<p>Read-Only Access</p> <ul style="list-style-type: none"> • Search, view, and retrieve • User-specific document access • Blog and wiki viewing 	<p>Individualized Access to Content</p> <ul style="list-style-type: none"> • Personal portal support (My DocuShare) • Office 2007 integration • Integration with user authentication servers (LDAP)
<p>Guest Access</p> <ul style="list-style-type: none"> • Document search, retrieve, and download • Ease of use and Web browser access 	<p>Public (Web) Access</p> <ul style="list-style-type: none"> • SharePoint and JSR168 portal support • Read access to blog and wiki

DocuShare Flexible User Access enables organizations to precisely align content access based on specific operational and business needs.

The simple scalability of DocuShare Flexible User Access also makes it easy to manage and evolve user-level choices to meet changing business needs. Moreover, no IT resources are necessary to add new access levels; companies merely activate them through purchase of a customized license key that enables the appropriate mix of licensed users required.

Guest Access—Community Access to Published Content

Easy-to-use, unregistered public (Web) access that:

- Allows users to search, retrieve, and download documents
- Offers users read access to Weblogs (blogs) and wikis
- Enables file access via a Web browser, Microsoft SharePoint portal, or a JSR168-compliant portal

Guest access supports delivering information to large audiences who interact with DocuShare infrequently, such as those accessing commonly requested forms and information available for download on a public information portal or Web site. Users with Guest access can't see any controlled content.

Read-Only Access—Named User and Secure Content Access

Individualized, registered content access that includes:

- Search, view, and retrieve capabilities including read access to blogs and wikis
- User-specific document access or restriction
- User-specific activity tracking and logging
- Ability to connect users directly to Microsoft Office applications (2003, XP, and 2007)
- Integration with user authentication servers (LDAP)

Read-Only access is ideal for users who don't need to modify or add documents, yet require the ability to frequently view and utilize content within DocuShare as part of their job function. Because Read-Only users require individual authentication, any specific user can be granted access to a single document or document collection. And users of this level or above are tracked on a name-specific basis.

DocuShare Access—Secure Content and Contribution Update

Access to basic content services, including:

- Content contribution and editing
- “Scan to New Document” cover sheet capabilities
- Side-by-side image and properties viewing
- Content submission via Email Agent
- WYSIWYG-enabled blog and wiki contribution
- Document routing and approval

With full DocuShare access, knowledge workers can easily increase personal productivity by applying a full range of document management tools to their daily business activities, including ad hoc collaboration and approval workflow.

DocuShare CPX Access—Process Definition and Implementation

Access to enterprise content and process management that includes all DocuShare access capabilities as well as:

- Team workspaces
- Audit trail reporting
- “Scan to Process” capabilities
- Process creation using the Content Rules wizard
- Use of XML-based componentization and analysis capabilities

DocuShare CPX users can establish and manage sophisticated content workflows, define content intake paths, and determine how documents move through the organization.

Of course, the administrator can upgrade (or downgrade) the access level of any user at any time. User access to content is maintained, while their ability to create or modify content will be changed to match their new access level. This unique ability to start users at one level and “instantly upgrade” them as their business needs change eliminates disruptive site reconfiguration and the re-entry of user information.

Creating New Users

Xerox DocuShare also allows the system administrator to set a policy that controls what types of users (Guest, DocuShare, or Administrator) are able to create new users. If this policy is enabled, users are allowed to create other users of their level or lower.

In highly dynamic organizations, distributed user registration greatly simplifies the job of the system administrator since the task of creating new users can be shared and completed by the managers or users closest to the task. Of course user creation and authentication can also be achieved using an external user directory service (LDAP or similar).

Flexible User Access is just one of the key features available in Xerox DocuShare products, enabling enterprises to more efficiently capture, automate, and leverage the content that drives critical business functions.

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For more information, call 1.800.735.7749 or visit docushare.xerox.com